Assistant Vice President and Controller

Controller

**JOB SUMMARY**

This position is responsible for planning, directing, monitoring, and coordinating the financial and accounting activities of the College in accordance with generally accepting accounting principles, federal/state regulations, College policies and guidelines, and sound business practices.

**MAJOR DUTIES**

- Provides leadership, strategic planning, and organizational direction to the Office of the Controller
- Develop an adequate system of internal controls for automated and manual processes
- Manage the preparation of financial reports for the college and affiliates consistent with applicable accounting standards, college, and Board of Regents policy
- Advice the Vice President and other administration regarding the financial position of the college and other financial and compliance matters
- Provide expertise to executive level staff on matters pertaining to financial operations of the college
- Coordinate audit activity with external auditors
- Maintain and oversee the monthly and annual accounting calendar
- Represent the college before the Cabinet, Gordon State faculty, and Board of Regents regarding development of accounting policy and related accounting matters
- Supervises the day-to-day operations of the Business Office and staff
- Collaborate with the Vice President and Director of Budgets to develop the annual budget
- Performs related duties.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of state and federal financial reporting requirements.
- Knowledge of Board of Regents business policies.
- Knowledge of the Official Code of Georgia Annotated (OCGA).
- Knowledge of generally accepted accounting principles (GAAP) and Governmental Accounting Standards Board (GASB) guidelines.
- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Skill in the delegation of responsibility and authority.
- Skill in organization and project management.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Vice President of Finance and Administration provides direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.
**GUIDELINES**

Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines. This position develops department guidelines.

**COMPLEXITY/SCOPE OF WORK**

- The work typically includes varied duties requiring many different and unrelated processes and methods.
- The work product or service affects a wide range of agency activities, major activities of industrial concern, or the operation of other agencies.

**CONTACTS**

- Contacts are typically with co-workers, other college employees, vendors, peers at other colleges and universities, benefits providers, University System of Georgia representatives, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; or to justify, defend or negotiate matters.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Accountant (1), Procurement Coordinator (1), Accounts Payable Specialist (1), Bursar (1), Accounting Assistant (1), Payroll Coordinator (1).

**MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a master’s degree in a course of study related to the occupational field.
- CPA Certification preferred
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require five years of related experience.